

12 April 1963

MEMORANDUM FOR: ALL PROFESSIONAL RECRUITERS

FROM : Chief, Personnel Recruitment Division

SUBJECT : "The 100 Universities Program"

1. As outlined in my 21 March memorandum to the Director of Personnel (Subject: FY 1964 Recruitment Program Planning) and my memorandum of 28 March (Fall Conference and 1963-64 Campus Schedules), we are planning Agency team visits to some 100 colleges and universities during the week of 4 November 1963.

2. These visits will present, in informal meetings, the broad personnel needs of the Agency to Placement Directors, Department Chairmen, and Key Faculty Members. Each team will be comprised of the Area Professional Recruiter and a Senior Agency Official. Whether the latter be from the DDP, DDI, DDS, DDR, he will be chosen on the basis of his Agency knowledge and his ability to present the Personnel requirements of this Agency without parochialism or prejudice; he will be selected with a view towards presenting to university officials the best possible image of the senior CIA operating official.

3. The objective of this program obviously is to impress upon the academic community the importance of our mission and the wide variety of opportunities it offers young people to serve their country in careers in intelligence.

4. These team visits constitute the first step in our Academic Recruitment Program. We expect that individual Agency components will wish to pursue, on their own initiative, relationships with various department heads and faculty members, and shall encourage this; but any unilateral approaches should follow our presentation of the Agency picture.

5. It was mentioned in my 21 March memorandum to the Director of Personnel that we shall welcome the cooperation of individual components in interviewing selected applicants but only at the request of the Field Recruiter who senses the need for a subsequent interview in persuading a top-notch candidate to come our way.

6. The attached listing is purely tentative. You are free to

substitute, as necessary, or as you see fit, but you are to hold to a one-a-day schedule for each of the five days 4 - 8 November. However, you are to include all of the colleges and universities [REDACTED]

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[REDACTED] In those schools, we expect you to work with [REDACTED] Placement Director, in working up the guest lists, invitations, time and place of meeting, menu, introductions, etc. Incidentally, we shall have a considerably improved brochure to hand out at these sessions. [REDACTED] you will be working through the Placement Directors, of course, and, whether a luncheon or dinner session is scheduled will depend on the advice you get from the school officials concerned. We favor an early evening dinner meeting as against a luncheon hour that would not permit sufficient time for a full presentation and a question and answer period. In any case, you are to pick up the tab (entertainment vouchers).

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7. When you have your itinerary firmed up, let us know so that the Director of Personnel can write to each of the participating universities. The exact details of schedules, transportation and hotel reservations for both yourself and travelling companion, of course, should be in final order by yourself before we assemble at [REDACTED] this fall. At [REDACTED] we shall cover the program thoroughly in our general agenda and the joint agenda with the [REDACTED] We shall have the Agency Official team members selected by that time so that you can have a 10 October or earlier session with your teammate before you leave Washington.

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8. It is none too early to start now on your planning and schedule arrangements. We are very pleased with the positive approach you are taking toward this program based on the phone calls we have had from certain of you. If individual problems or questions arise, don't hesitate to let us know. Do not combine recruiting dates with these University visits without my personal understanding of any necessity therefor and approval.

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